

October 22, 2018

## **JOB POSTING**

Medical Director, Division of Community Health Services (CHS), Tennessee Department of Health

A Physician in good standing, licensed in Tennessee, to provide clinical and administrative leadership to the Division of Community Health Services of the Tennessee Department of Health. This Division has oversight of 89 rural health departments and contractual relationships with six metropolitan health departments.

The Division of Community Health Services is responsible for the management and operation of the 89 rural county health departments in Tennessee. Annually, approximately 450,000 unique patients are seen in these health departments, resulting in approximately 1,017,000 visits.

The Medical Director provides oversight for basic public health services provided in the 89 rural health departments including but not limited to immunizations, family planning, EPSDT, communicable disease control, dental, chronic disease management and retinal screenings. The Medical Director is also responsible for oversight of primary care services in 56 rural county health department sites in 51 counties. Integral to this role is a close working relationship with the 7 rural Regional Medical Directors who have direct responsibilities for management and direction of these services in their respective regions. This position is expected to provide support and guidance to the Regional Directors, at a minimum, in daily activities, new initiatives, and response to disease outbreaks and natural disasters. This position will also be expected to have routine face-to-face contact with Regional Directors and regional leadership.

Direct reports for the CHS Medical Director include State Public Health Nursing Director, State Director of Pharmacy, State Director of Oral Health Services, Lead Clinical Application Coordinator for Project EPI (Electronic Public Health Information System/EHR), Pharmacy AdPac for Project EPI, and Nurse Consultant for Clinical Services.

Responsibilities include:

- Participate in CHS Senior Leadership Team meetings.
- Develop policies and guidelines related to clinical services delivered in Medical, Nursing, Pharmacy, and Dental. This includes Public Health Nursing protocols.
- Promote workforce excellence and development through on-going mentoring of direct reports and Regional Medical Directors, and support and encourage use of evidenced based practices in decision-making
- Convene and chair monthly Medical Leadership Team, a tactical decision making team comprised of thirteen Regional Medical Directors, Assistant Commissioner of Communicable and Environmental Disease and Emergency Preparedness, Assistant Commissioner of Family Health and Wellness, Chief Medical Officer, and cross representation from other tactical decision making teams. The Commissioner of Health is *ad hoc* member.
- As Business Sponsor for project, member of Project Steering Committee, and supervisor of EPI Clinical Application Coordinator (CAC) team, Promote the development and statewide implementation of the Electronic public health information system (EPI), which includes an electronic health record.

- Coordinate and interpret programmatic guidance from central office program leaders and assure program policy and procedural changes are vetted and communicated to regional leadership in timeframes to promote adequate training for local and regional staff.
- Collaborate with the Office of Quality Improvement to identify, prioritize, support and track key performance indicators and develop relevant performance dashboards
- Foster an environment of innovation, supporting others in taking reasonable risks to improve public health services.
- Work with the Office of Compliance, Project EPI CACs, Office of Informatics and Analytics, subject matter experts, and program representatives to create analysis and end user friendly reports, and to promote efficient and effective methods of auditing performance through electronic health record.

Cover letters and CVs may be sent to:

Ms. Leslie Humphreys, MPA  
Assistant Commissioner  
Division of Community Health Services  
Andrew Johnson Tower, 7<sup>th</sup> Floor  
710 James Robertson Pkwy  
Nashville, TN 37243  
[Leslie.Humphreys@tn.gov](mailto:Leslie.Humphreys@tn.gov)

The Tennessee Department of Health is an equal opportunity, equal access, affirmative action employer.